

# STATE OF COLORADO

DEPARTMENT OF TRANSPORTATION  
**Contracts and Market Analysis Branch**  
4201 East Arkansas Avenue, 4<sup>th</sup> Floor  
Denver, Colorado 80222  
Telephone: (303) 757-9736  
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## **COLORADO BRIDGE ENTERPRISE**

## **RFP # 10 HAA 1015-CBE**

This package is for your use in preparing your Request for Proposal (RFP) Statement of Interest (SOI)/Work Plan (WP) for the RFQ Development & Selection Consultant professional services selection process for the Colorado Bridge Enterprise (CBE) that will be performed on behalf of the CBE by the Colorado Department of Transportation (CDOT). The consultant is encouraged to follow the outline and page distribution indicated in these instructions. The selection panel members will have limited time to review the submittals. If the panel has difficulty finding the desired information, they may consider the submittal as non-responsive and a lower score may result. Consultants must be pre-qualified one week prior to the RFP/SOI/WP submittal deadline.

Pages in excess of the page limits for each section will be removed from the submittal.

CDOT'S SELECTION PROCESS IS SUMMARIZED AS FOLLOWS:

### SOI/WP Pre-score Activity

The CDOT Contracting Officer reviews the SOI/WP for completeness and compliance with the newspaper advertisement and these instructions. If acceptable, the Contracting Officer transmits the SOI/WP package to each panel member. The package includes:

- ☐ SOI/WP Scoring Guidelines
- ☐ Draft Scope of Work
- ☐ Notice to Consultants
- ☐ Acceptance Checklist
- ☐ SOI/WP for Each Consultant

In addition to the package, CDOT's Contracting Officer E-mails every panel member their copy of the Excel Scoring Spreadsheet for this SOI/WP.

### SOI/WP Scoring Activity

- ☐ Prior to the selection panel meeting the following occurs:
  - Every panel member scores every SOI/WP independently.
  - The Business Programs Office scores every SOI/WP for Underutilized Disadvantaged Business Enterprise (UDBE) participation.
  - The Business Programs Office scores every SOI/WP for Emerging Small Business (ESB) participation.
  - The Agreements Office Contracting Officer scores every SOI/WP for workload factor (new scoring criteria).

The CDOT Consultant Workload factor will not be a factor in the scoring for this selection **ONLY**.

### Selection or Short-list Panel Meeting

A selection panel meeting is held to compile scores and discuss the panel member's evaluations of the consultant's SOI/WP based on the following criteria:

- ❑ Project Team
- ❑ Firm Capability
- ❑ Past Performance on Similar Projects or Similar Teams
- ❑ Cost Factors
- ❑ Project Goals
- ❑ Project Control
- ❑ Project Concept
- ❑ Project Critical Issues

The selection panel reaches a consensus ranking of either the selected firm, if there is not going to be an optional presentation and interview phase, or the short list of firms (minimum of the top 3 qualified consultants), if there is going to be a presentation and interview phase. The panel provides its recommendation to the Agreements Officer, who obtains the concurrence of the Colorado Bridge Enterprise Board of Directors, and then provides selection documentation to the Colorado Bridge Enterprise Director and CBE Chief Engineer for approval. The CBE Board of Directors and CBE Chief Engineer's approval is necessary before the Agreements Office can proceed with final selection notification or approval of any interview phase.

### Presentation and Interview Selection Panel Meeting (Optional)

The short listed firms have two weeks to prepare their presentation for their interview with the selection panel. The purpose this meeting is to allow consultants time to present their analysis of the project and to allow the panel time to clarify the consultant's qualifications in a question and answer session.

### Final Selection

In making the final selection recommendation to the CBE Board of Directors and CBE Chief Engineer, the panel reaches consensus on the ranking of the selected firm. The panel provides its recommendation to the Contracting Officer, who obtains the concurrence of the CBE Contract Administrator. Then the Contracting Officer provides selection documentation, including the board's ranking, to the CBE Board of Directors and CBE Chief Engineer for approval.

### SOI/WP Documentation

In addition to these instructions, the following documents are needed to prepare an SOI/WP and can be found on the CDOT consultant management web-site <http://www.dot.state.co.us/Consultants/>

- ❑ SOI/WP Notice to Consultants Cover Memo
- ❑ Key Event Schedule (KES)
- ❑ Invitation for Consultant Services ( Newspaper ad)
- ❑ Consultant Evaluation Excel Scoring Spreadsheet (Example)
- ❑ Draft Scope of Work
  - This scope of work is subject to review by CBE and may change.
  - Consultants should be aware that the final scope of work may involve input from the selected consultant.
- ❑ List of Certified UDBE Consultants and UDBE Requirements and Definitions
- ❑ SOI/WP Preparation Instructions for consultants

### Additional Requirements

- CBE is waiving the Pre-Qualification of firms for this selection **ONLY**.
- Professional liability insurance and other insurance are required for the length of the contract from selected consultant. Proof of insurance must be submitted with the final cost proposal.

All RFP / SOI and Consultant selection process questions should be directed to CDOT Agreement's Contracting Officer:

David Wells                      303 757-9480

The Agreements Office recommends that you prepare your SOI/WP in a 10 or 12 point font. If a smaller font is used, it may reflect negatively on your scores if panel members can not read your submission. A page for the submittal is defined as a standard 8-1/2 x 11 inch sheet of paper printed on one side only. If you notice any conflicts between the instructions and the guidelines in the public advertisement (notice to consultants), information in the public advertisement takes precedence.

Please do **not** include company prime or sub-consultant firm resumes, or staff resumes.

Sincerely,

David Wells, Contracting Officer  
Consultant Agreements

# **Professional Consultant Services**

## **Statement of Interest (SOI)/Work Plan (WP)**

### **Preparation Instructions for Consultants**



Colorado Department of Transportation  
Agreements Office  
4201 East Arkansas Avenue, 4<sup>th</sup> Floor West  
Denver, Colorado 80222-3400  
Telephone Number: (303) 757-9480

# I. CONSULTANT SOI/WP INSTRUCTIONS

## A. Statement of Interest (SOI) / Work Plans (WP) Should Contain the Following Elements:

1. Cover or Introductory Letter (2 page limit - 8 1/2 x 11 paper - one side)
2. Statement of Interest Section  
(\* **10 page limit this selection only**) \* No requirement for capacity – This Selection **ONLY** \*  
8 1/2 x 11 paper - one side)
3. A Work Plan Section (\* **10 page limit this selection only**) - 8 1/2 x 11 paper - one side)
4. An Optional Section ( **5 page limit this selection only**) - 8 1/2 x 11 paper - one side, and up to 3 of the 5 pages can be - 11 x 17 paper - one side)
5. The Commendation Section (No page limit - 8 1/2 x 11 paper - one side)

## B. Cover or Introductory Letter

1. Address the cover or introductory letter to the Agreements Contracting Officer:  
David Wells, Contracting Officer ~ Agreements  
Colorado Department of Transportation  
Agreements & Consultant Management Section  
4201 E. Arkansas Avenue, 4th Floor - West  
Denver, Colorado 80222-3400
2. Include the following elements of information in the letter as a minimum and highlight these items in bold letters.
  - a) Project number and project location for project specific contracts.
  - b) Statement that the firm is pre-qualified with CDOT and the firm's pre-qualification expiration date.
  - c) Certification that the information and data submitted is true and complete to the best knowledge of the individual signing the letter.
  - d) Name, telephone number, e-mail address and fax number of the individual to contact regarding their SOI/WP submittal.
  - e) CDOT **requires** an original signature signed in ink, by an authorized principal, partner, or officer of the firm.

## C. Statement of Interest Section (SOI)

1. The following outline is to aid you in preparing your SOI. Your responses to the elements of this outline should demonstrate the knowledge and expertise your firm brings to the project.
  - a) Project Team
    - (1) Identify your:
      - (a) Project Principal
      - (b) Project Manager
      - (c) Key Staff
      - (d) Sub-consultants.
    - (2) Present a brief discussion regarding how the team's qualifications and experience relate to this project.
    - (3) Include the following:
      - (a) Principal's level of involvement in the project
      - (b) Qualifications and relevant individual experience of prime and sub-consultant team members
      - (c) Unique knowledge of team members related to the project
      - (d) Commitment of time and availability of key staff members
      - (e) Length of time with the firm for each key team member
      - (f) Experience on similar projects as a team
    - (4) A project team organization chart maybe included in the optional section and, if it's included there, it is counted as a page of optional section.
  - b) Firm Capability
    - (1) Address the firm's size and the disciplines of technical staff.
    - (2) Include the firm's relevant experience and accomplishments as a Prime Consultant that were are not listed in the project team section.
    - (3) Outline computer software availability and its compatibility with CDOT software.
    - (4) Indicate the Consultant's availability to do the project concurrent with existing and projected work loads.
    - (5) Consider including the following:
      - (a) Information on the sub-consultant's role
      - (b) The sub-consultants function and integration into the team
      - (c) Match of personnel to the existing Scope of Work
  - c) Past Performance on Similar Projects or Similar Teams
    - (1) List similar current and past projects completed within the past three years
    - (2) List similar projects which are on-going or completed within the past three years for other public or private entities/agencies.

- (3) Demonstrate your firm's or team's ability to do the following for projects listed above:
    - (a) Control costs
    - (b) Meet schedules
    - (c) Provide quality work.
  - (4) Include the project name, project manager's name and telephone number for all projects listed above.
  - (5) Describe your firm's role for all the projects listed above.
  - (6) Please include any letters of commendation you received on the projects listed above in the commendation section, where they will not count against your page limits.
- d) Cost Factors From Section 1.1.5 of RFP

**PROPOSAL PRICES:**

Proposed cost information must include, at a minimum, rates associated with each staff position anticipated to work on this project and any/all overhead multipliers. Although proposers are not asked to provide task specific costs at this time, they are urged to submit prices reflective of as accurate and reasonable a prediction of costs (estimate) as possible prior to project start. Proposers are alerted that any revisions, including costs, will be closely evaluated by the committee and in-house counsel and/or licensed professional, to insure the elimination of any inequities and unacceptable conditions. In addition, proposers are advised that if, in the course of performance of a contract resulting from this RFP solicitation, any travel or per diem is required, those costs will be reimbursed at the rates outlined in the State of Colorado Fiscal Rules

Other Anticipated Price or Cost Factors / Cost Estimates

- e) Capacity

***Capacity will not be scored and will have no factor in the scoring for this selection ONLY***

- f) Underutilized Disadvantaged Business Enterprise (UDBE) Participation

- (1) For each UDBE you are using to meet the project's UDBE goal, include in the Commendation Section the following:
  - (a) Appropriate CDOT DBE commitment form:
    - (i) Certificate of Proposed DBE participation for Project Specific (PS) Consultant Contracts (Form 1331)
    - (ii) DBE Bid Conditions Assurance for Non-Project Specific (NPS) Consultant Contracts (Form 1330)
  - (b) A letter of acceptance from each DBE listed on the Form 1330 or 1331.
  - (c) A copy of each DBE's certificate or a letter of certification from the Colorado Department of Transportation's Certification Office or from the City of Denver's Certification Office.
  - (d) Please attach letters and certificates in the commendation section so they will not count against your page limits. Also, if the certificate or letter of certification is not included, their UDBE participation may **not** be included in your score.

(2) List:

- (a) Whether your firm is a certified UDBE.
- (b) Which items of work is committed to each UDBE.
- (c) The percentage of the project your firm is committing to each UDBE.
- (d) Your firm's total percentage commitment to DBEs on this project.
- (e) Which, if any, of the UDBE Firms have received fewer than 5 CDOT contracts and subcontracts in the past 3 years?

(3) Consider:

- (a) The document entitled "UDBE Definitions and Requirements" describes the UDBE commitment and other requirements associated with the consultant's UDBE participation.
- (b) Consultants are expected to commit "meaningful work" to the UDBE sub-consultants.

(4) For your information, DBE factors are scored separately by CDOT's Business Programs Office.

g) Emerging Small Business (ESB) Usage

ESB Usage will not be scored and will have no factor in the scoring for this selection **ONLY**

## D. WORK PLAN SECTION

### 1. Project Goal

a) Indicate the following:

- (1) Your firms understanding of the project goals.
- (2) A list of deliverables required on the project.
- (3) For non-project specific selections, which have no identified tasks, describe a hypothetical project or the approach you have taken on a similar project.

### 2. Project Control

a) List the names of staff members responsible for the following items and describe how they plan to manage them.

(1) Cost Control

- (a) Controlling consultant contract costs.

(2) Quality Control

- (a) Insuring that CDOT procedures are followed.



(3) Scheduling

- (a) Managing the required work to meet the established schedule.
- (b) For your information, a detailed work hour schedule should **not** be included.

3. Project Concept

- a) Briefly describe the actions you plan to take to achieve the project goals and objectives.

(1) Consider the following items:

- (a) Have you formulated a successful approach to the project?
- (b) Are possible design alternates suggested?
- (c) Have you exhibited sensitivity to general public concerns?
- (d) Have you demonstrated a clear and concise understanding of the project based on the data which has been provided?

4. Critical Issues (Problems and Solutions)

- a) This is your opportunity to present an analysis of the most significant issues that you believe you will have to address in order to successfully complete this contract.

(1) Consider the following points in presenting your analysis:

- (2) Are major problems identified?
- (3) Are the problems significant?
- (4) Are solutions reasonable?

5. Miscellaneous Section (Optional)

- a) This section provides the Consultant with the opportunity to submit additional Information:

- (1) Graphs
- (2) Charts
- (3) Photographs

- b) Up to three pages can be 11 x 17 inches, but they must be folded to 8.5 x 11 inches.

6. Commendation Section

- a) Attach the following in the order shown:

- (1) Letters of acceptance from UDBE firms regarding their availability to be a sub-consultant.
- (2) Either CDOT Form 1330 (Non-Project Specific Consultant Contracts) or CDOT Form 1331 (Project Specific Consultant Contracts)
- (3) Copies of their certificates from the City of Denver's Certification Office.
- (4) Letters of commendation or awards for similar previous work completed within the last three years. These letters should be of reasonable length and pertinent to the project.

## II. CONSULTANT SELECTION PROTEST RULES

### A. Protests will be handled as follows:

1. Any actual or prospective consultant who is aggrieved in connection with a solicitation or award of a contract may protest to the Chief Engineer. The protest shall be submitted in writing within seven working days after the aggrieved person knows or should have known of the facts giving rise to the protest.
2. The Chief Engineer or designee shall have the authority to settle and resolve a protest of a consultant, actual or prospective, concerning the solicitation or award of a contract. A written decision regarding the protest shall be rendered within seven working days after the protest is filed. The decision shall be based on and limited to a review of only those issues raised by the aggrieved consultant, and will set forth each factor taken into account, in reaching the decision. The decision will constitute the final agency action of the Colorado Department of Transportation regarding the protest.
3. Entitlement to costs: When a protest is sustained by the Chief Engineer or designee, or upon administrative or judicial review, and the consultant should have been awarded the contract under the solicitation, but was not. The protestor will be entitled to reasonable costs incurred in connection with the solicitation, including SOIWP preparation costs. No other costs or fees will be permitted or awarded, and reasonable costs and fees will not include attorney's fees.

### III. Scoring Spreadsheet Examples – Please Note:

The weight factors may change from project to project as weight factors may be customized for each project by CDOT's Project Manager.

<b>Project No.:</b>		<b>CMS ID:</b>	
<b>Colorado Department of Transportation</b>			
<b>Consultant Evaluation - Statement of Interest Scoring</b>			
<b>Board Member</b>	<b>A</b>	<b>Consultant: N/A</b>	
<b>Evaluation Factors</b>		<b>Board Score</b>	<b>Weight</b>
5 - Superior; 4 - Satisfactory Plus			
3 - Satisfactory; 2 - Satisfactory Minus; 1 - Unsatisfactory			
<b>Project Team</b>		<b>0.00</b>	<b>4.50</b>
1) Qualifications and ability of professional personnel (Show years of experience and similar project experience)			
2) Experience on similar projects as a team			
3) Commitment of key members			
Comments:			
<b>Firm Capability</b>		<b>0.00</b>	<b>4.50</b>
1) Firm's size, organizational structure and flexibility			
2) Production facilities and key capabilities such as CADD, MOSS, etc.			
3) Firm's technical disciplines and the capabilities of sub-consultants included on the team			
Comments:			
<b>Past Performance on Similar Projects/Similar Teams</b>			
		<b>0.00</b>	<b>4.50</b>
1) Demonstrated ability to control costs			
2) Demonstrated ability to do quality work			
3) Demonstrated ability to meet schedule			
Comments:			
<b>Cost / Price Factors</b>		<b>0.00</b>	<b>2.50</b>
1) Price Factors at a minimum, rates associated with each staff position anticipated to work on this project and any/all overhead multipliers			
2) Other Anticipated Price or Cost Factors / Cost Estimates			
Comments:			
<b>Capacity (Score this item as +1, 0, or -1)</b>		<b>0</b>	<b>N/A</b>
1) Not Applicable to this Selection			
2)			
Comments:			
<b>Total of Sheet 1 - SOI Score:</b>			<b>0.00</b>

Project No.:		CMS ID:	
Colorado Department of Transportation			
<b>Consultant Evaluation - Work Plan Scoring</b>			
Board Member Designation	A	Consultant Name	N/A
<b>Evaluation Factors</b> 5 - Superior; 4 - Satisfactory Plus 3 - Satisfactory; 2 - Satisfactory Minus; 1 - Unsatisfactory		Board Score	Extended Score
Project Goals		0.00	4.50
1) Firm demonstrated clear understanding of the project goals 2) A list of deliverables required on the project 3) For non-project specific contracts use a hypothetical project. Comments:			
Project Control		0.00	4.50
1) Cost Control:      1) Controlling the consultant contract costs  2) Quality Control:      1) Insuring that CDOT procedures are followed where appropriate  3) Schedule:      1) Managing the required work to meet the established schedule 2) A detailed work hour schedule should NOT be included Comments:			
Project Concept		0.00	4.50
1) Has the firm formulated a successful approach to the project? 2) Where appropriate, are possible design alternates suggested? 3) Where appropriate, have you exhibited a sensitivity to the general public concerns? 4) Has the firm demonstrated a clear and concise understanding of the project based on the data which has been provided? Comments:			
Project Critical Issues		0.00	4.50
1) Are the major problem identified?      2) Are the discussed problems significant? 3) Are possible solutions reasonable? Comments:			
Total of Sheet 2 / Work Plan Score:			0.00
Total of Sheets 1+ 2 / SOI and Work Plan Score:			0.00

Project No.:		CMS ID:	
Colorado Department of Transportation			
<b>Consultant Evaluation - Presentation / Interview Scoring</b>			
Board Member Designation	A	Consultant Name	N/A
<b>Evaluation Factors</b>		5 - Superior; 4 - Satisfactory Plus	
3 - Satisfactory; 2 - Satisfactory Minus; 1 - Unsatisfactory		Board Score	Extended Score
Presentation / Interview		0.00	18.00
Comments:			
Presentation / Interview Score:			0.00
Total of Sheets 1+ 2 + 3 / SOI + Work Plan + Interview Scores:			0.00



Selection Factor Scoring Summary		Weight
<b>Statement of Interest</b>		
Project Team		4.50
Firm Capability		4.50
Past Performance on Similar Projects/Similar Teams		4.50
Cost / Price Factors		2.50
Underutilized Disadvantaged Business Enterprise (UDBE) (Fixed)		2.00
Innovation (Fixed)		2.00
<b>Statement of Interest Total (Must equal 20)</b>		<b>20.00</b>
<b>Work Plan</b>		
Project Goals		4.50
Project Control		4.50
Project Concept		4.50
Project Critical Issues		4.50
Innovation (Fixed)		2.00
<b>Work Plan Total (Must equal 20)</b>		<b>20.00</b>
<b>NO INTERVIEWS ANTICIPATED</b>		
<b>Interview</b>		
Interview (Fixed)		18.00
Workload (Fixed)		2.00
<b>Interview Total (Must equal 20)</b>		<b>20.00</b>

#### IV. DBE Bid Conditions Assurance for NPS Consultant Contracts Form 1330

Please refer to the CDOT Management page: <http://www.dot.state.co.us/FormsMgmt/> to download this form.

## V. Certificate of Proposed DBE Participation for Project Specific Consultant Contracts Form 1331

Please refer to the CDOT Forms Management page: <http://www.dot.state.co.us/FormsMgmt/> to download this form.